

JOB DESCRIPTION

POLICE CHIEF

Approved by the Town Board March 10, 2004

TITLE: POLICE CHIEF

CLASS LEVEL: FULL TIME EMPLOYMENT

WAGE GRADE: HOURLY WAGE/BASED ON NOT LESS THAN 1768 HOURS PER YEAR

PROBATIONARY PERIOD: ONE YEAR FROM DATE OF HIRE

SUPERVISION: TOWN BOARD OF SUPERVISORS

SUMMARY

This is highly responsible managerial and administrative work in planning, organizing, and directing activities of the Town of La Pointe Police Department. Work involves responsibility for the administration and coordination of all police department functions and activities, including the protection of life and property, community relations, apprehension of criminals, and enforcement of local ordinances, state statutes and federal laws and regulations. Work involves budgetary responsibility; public and media relations; establishing departmental philosophy and direction; managing facilities and equipment, in compliance with department general orders, policies, and procedures.

QUALIFICATIONS

- a) Must be a U.S. citizen.
- b) Must be at least 28 years of age.
- c) Must be in good physical condition.
- d) Must hold or obtain a valid Wisconsin driver's license with a good driving record.
- e) Must have a minimum experience of 10 years as a full time law enforcement officer, two of which were served as sergeant or above.
- f) Must have no extensive legal history, no felony convictions, no domestic abuse convictions or charges pending.
- g) Must have a Associate Degree in Police Science or minimum 60 college credits at an accredited college at date of hire unless "grandfathered" under LESB rules.
- h) Must have the ability to supervise personnel in general law enforcement activities.
- i) Must be able to work with other employees, other police agencies and citizens in an effective, pleasant, sensitive manner.
- j) Must have above average knowledge of federal codes, state statutes, county and town ordinances.

- k) Must be free from any physical, emotional or mental condition which might adversely affect the performance of essential functions of a law enforcement officer. Must pass all psychological and physiological examinations as required.
- j) Must maintain Cardiopulmonary Resuscitation (C.P.R.) and Automated External Defibrillation (A.E.D.) certification.

ESSENTIAL FUNCTIONS OF THE JOB
(may perform one or more of the following sets of duties)

- * Develop, promote and implement the philosophy and practices of the La Pointe Police Department; Perform the full range of duties expected of a Police Officer.
- * Plan, organize, direct and evaluate all police activities of the department; oversees staffing for community protection; monitor services that are provided; conducts meetings with officers; evaluates officers performance; reviews and signs all employee evaluations, personnel and disciplinary actions, hiring, and termination's; monitors progress of assigned work.
- * Develop, manage, and implement the department annual budget; approves all expenditures related to materials, equipment, and operational expenses; monitors budget balance and expenditures.
- * Develop and implement department policies, procedures, rule, and regulations; makes necessary changes for updating or revising policy.
- * Perform public and community relations activities; meet with citizen advisory groups; attends various government meetings; attends various community meetings; promotes crime prevention activities; responds to inquiries and concerns from the public.
- * Review police reports and documentation generated daily from the department; review and sign all state and federal mandated reporting documents and approve all correspondence.
- * Manage facilities and equipment; oversee maintenance of all department equipment and facilities; oversee the acquisition and purchase for new vehicles and equipment.
- * Remains current and informed about the latest innovations and changes in law enforcement and policing; attends seminars, conferences, and meetings.
- * Review contracts and agreements to maintain quality assurance; review types of crimes and criminal activities; determine how resources should most appropriately be spent to deal with the enforcement of all laws.
- * Assure proper police and safety standards are maintained; assures proper training of employees; assures work of department is carried out properly and effectively; receives and investigates complaints of actions by employees and makes decisions and recommendations to the town board on disciplinary actions.

* Cooperate with other local, state, and federal law enforcement agencies in the prevention, apprehension and detention of wanted persons and with other departments where police activities are concerned.

* Establish and maintains a good working relationship with the Wisconsin Chiefs of Police Association, International Association of Chiefs of Police, La Pointe Town Board of Supervisors, officers of the court, attorneys, other departments, outside police agencies, professional organizations, employees, and the general public.